

# CTE Skill Certificate Test Performance Documentation

**This document must be submitted to the test coordinator along with the test scan sheets at the time of testing. It will be submitted to the USOE for the audit and a copy kept on file for two years.**

**Course: Business Communications I**  
**Test Number: 220**  
**School:**  
**Instructor's Name:**

**# Students in course:**  
**# Students tested:**  
**Date:**

This is to verify that the students on the attached class roll\* accomplished the following performance objectives at or above the 80% (moderately to highly skilled).

1. Use nonverbal communication. This includes the following:
  - Identify the six steps of the communication process
  - Practice nonverbal forms of communication
  - Alter a message using only nonverbal communication
2. Use correct grammar and mechanics. This includes the following:
  - Using correct spelling and grammar when writing letters, memos, and reports
  - Using correct punctuation when writing letters, memos, and reports
  - Identifying and correcting misplaced modifiers, redundancy, lack of parallelism and incorrect word choice
3. Use oral communication skills. This includes the following:
  - Demonstrate telephone technique—
    - Answering the phone
    - Taking a telephone message
  - Participate in group discussions, and role-playing personal and professional situations
4. Develop reading strategies; recognize vocabulary words including homonyms, technical, business terms; and identify propaganda, facts, and opinions
  - Read and follow simple directions
  - Select correct reading methods for a particular situation (e.g. skimming, scanning, and in-depth reading).
  - Identify propaganda, biased writing, and literal and inferential statements
5. Compose an e-mail, several letters, and memos. This includes the following:
  - Composing an e-mail, letters and memos
  - Using the direct, indirect, and persuasive approaches
  - Using both Block and Modified Block
6. Practice listening skills. This includes the following:
  - Practice following directions
  - Practice taking notes
  - Identify barriers to listening
7. Use appropriate interpersonal communication skills. This includes the following:
  - Give examples of job discrimination
8. Use technology to enhance and perfect communications. This includes the following:
  - Refine and enhance documents by using spell check, thesaurus, grammar check, layout, design, and graphics as needed.

Each performance is documented and kept on file for two years. (check one or more)

- ☐ Individual student performance tracking sheets
- ☐ A class period summary score sheet
- ☐ Recorded and identified in the class grade book

Instructor's Signature: \_\_\_\_\_

\*Attach a copy of the class period roll and draw a single line through any student on the roll not accomplishing ALL required performance objectives at the 80% (moderately to highly skilled) level.